Availity – register today!

Recently, UniCare Health Plan of West Virginia, Inc. (UniCare) introduced the Availity Web Portal, a tool to help reduce costs and reduce administrative burden for our physicians and hospitals. Whether you work with one managed care organization (MCO) or hundreds, you can quickly and easily file claims, check eligibility and claim status, and more using the Availity Web Portal.

To register for the Availity Web Portal go to availity.com to register today. If you already use Availity, no additional registration is needed. UniCare will appear as one of your options in the payer drop-down menus.

What is the Availity Web Portal, and who can use it?

This secure Web-based portal allows health care providers in our network to quickly and easily:

- Get current patient insurance coverage information (including eligibility and benefits).
- Submit medical claims online.
- Monitor the status of claims submissions.
- View reports, including panel listings.
- Link to the UniCare AccessPoint website for any remaining transactions, including precertification requests and appeals. Once UniCare services registration is complete by your administrator, a direct link to the provider self-service website is accessible on the My Payer Portal in the left-hand navigation bar on the Availity website.

If you experience any difficulties, contact Availity Client Services at 1-800-Availity (1-800-282-4548).

How do I register with Availity?

Registration is easy; go to availity.com and choose the green Get Started button under Register now for the Availity Web Portal. Select Let’s Get Started. You will be asked to complete the following steps to confirm your registration:

<table>
<thead>
<tr>
<th>Step 1: Tell us about yourself</th>
<th>You will be asked about yourself to determine if you already have a user account.</th>
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<tbody>
<tr>
<td></td>
<td>If no account exists, you need to create one.</td>
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<tr>
<td>Step 2: Tell us about your organization</td>
<td>1. Select your organization type (provider, billing service, technology company or MCO).</td>
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<tr>
<td></td>
<td>2. Enter your organization name.</td>
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<td>3. Enter your tax identification number.</td>
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<td>4. Enter your organization’s NPI.</td>
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<td>5. Select your provider type (for example, physician practice, hospital, multiphysician practice).</td>
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<td>6. Select Next.</td>
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### Step 3: Select your organization
(This screen displays if details on your organization exist.)

The *Your organization information* page will prepopulate based on information previously entered.

If you don’t see your practice or specific practice location, select **I don’t see my organization**.

### Step 4: Your organization information

1. Review your information, edit any incorrect fields and enter any missing information.
2. If your organization operates in more than one state, select **My organization does business in more than one region**. Availity automatically assigns your organization access to payers in your physical address state.
3. Select **Next**.

### Step 5: Select your administrator(s)

In this section, you must identify the person that will be responsible for the following roles:

- **Administrator**: The person who is responsible for maintaining users and organization information and has the authority to sign documents.
- **Back-up administrator**: The person who can serve as a secondary administrator (although this is optional, we encourage the designation of a back-up administrator).

### Step 6: To complete your registration

1. Review all the information entered and edit, if necessary.
2. Select **Submit Registration**, and the administrator will receive an email within one business day, confirming registration.

### Step 7: Next steps

1. Your designated administrator must sign in to Availity within **14** calendar days from receipt of the email.
2. The administrator can then register additional users by selecting **Add Users** from the *Admin Dashboard* landing page.

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**What if I have questions?**

For questions or additional registration assistance, contact Availity Client Services Monday through Friday, 8 a.m. to 7 p.m. Eastern time at **1-800-Availity (1-800-282-4548)**. Please have your application ID available when calling.